

Garrett Park Town Hall Use Permit
10814 Kenilworth Avenue Garrett Park, Maryland 20896

Name /Organization:_____

Address:_____P.O.Box_____

Phone H:_____W:_____Cell:_____

Email:_____Fax:_____

The party named above is authorized to use the facilities of the Garrett Park Town Hall for the period specified: Date:___/___/20___ Time:_____--_____

Estimated Attendance_____ (Limited to 75 persons by law of Fire Marshall)

Person in charge (a legally responsible adult must be present):

Name:_____Phone:_____

Address:_____

Type of use as listed on p. 2 (circle): A B C D E F

Permission to move the piano: _____

Total charge (see reverse side): \$_____

Deposit Paid: \$_____R'cvd:_____ Ck. No._____

Balance Due: \$_____R'cvd:_____ Ck. No._____

Security Deposit Paid: \$_____R'cvd:_____ Ck. No._____

I understand that failure to leave the Hall as clean and tidy as I found it, or damage to any portion or contents of the Hall, will result in partial or complete loss of renter's security fee, and in some cases may incur further financial compensation to The Town of Garrett Park.

I agree to the Conditions Governing Use printed on this and subsequent pages of this form. (Please read carefully before signing):

Renter:_____

Fee Schedule

- A. **\$500** Non-residents of the Town of Garrett Park, or non-Garrett Park organizations (even if membership include residents of the Town).
- B. **\$250** Town residents or Town organizations using the Hall for Fund-raising activities.
- C. **\$125** Town residents using the Hall for Private Social Affairs.
- D. **\$125 / \$500 Security Fee equal to rental fee**
- E. **No charge** for Garrett Park Citizens Association, Garrett Park Women's Club, and community activities sponsored by either organization. Memorial Services for Garrett Park residents and their families.

_____ RENTAL FEE \$_____

_____ LIQUOR LICENSE **\$50**

_____ PIANO FEE **\$50**

_____ SOUND ROOM/PUBLIC ADDRESS SYSTEM **\$50**

_____ SECURITY DEPOSIT **\$125 / \$500**

Yes____ No____ PERMISSION FOR CARPET REMOVAL / **\$100**

Yes____ No____ PERMISSION FOR BENCH REMOVAL / **\$100**

TOTAL AMOUNT DUE: \$_____

Deposit Paid: \$_____ Ck. #_____ Rec'd: _____

Balance Due: \$_____ Ck.# _____ Rec'd: _____

Security Deposit (separate check, refundable) \$_____

Dated:_____ Check No.:_____

Conditions Governing Town Hall Use

In connection with the permit granted for use of the Town Hall, the person in charge of the event agrees to the conditions listed below. Damage to the Hall or any of its contents and /or failure to leave the Hall as clean and tidy as you found it will result in loss of partial or full security deposit. In some cases circumstances may require an additional fee for any renter.

1. **Put all trash resulting from use of the Town Hall into plastic trash bags and place in trashcans outside the kitchen door.** The Town also provides blue bins for recyclable glass, bottles, plastic and cans (please rinse), located near the outside trashcans.
2. **Bathrooms must be left clean** and all bathroom trash disposed of in plastic bags and placed in the trashcans outside. Cleaning materials are stored underneath the kitchen sink.
3. **Renters are responsible for vacuuming the hall** thoroughly before leaving. The vacuum cleaner is located onstage in the closet to your left as you face the stage.
4. **Activities in the Town Hall will be concluded by 10:30 pm** and the Town Hall and grounds will be cleared by 11:00 pm.
5. **No electronically amplified musical instruments** will be operated except by special permission of the Town Administrator or the Town Hall Manager. Granted by: _____ Date: _____
6. Alcoholic beverages may not be served unless you have obtained a **Permit for the Consumption of Alcoholic Beverages on Town Property** through the Town Office.
7. **Staples, tape, tacks, or nails may not be used** on any Town Hall walls, doors or panels.
8. Main Hall **carpet and/or benches may be REMOVED ONLY with permission** by the Town and only by the Garrett Park Maintenance Crew. There will be a fee of \$100 for each of these services.
9. A variety of classes take place in the Town Hall regularly. Renters are not permitted to use exercise or musical equipment located on the premises.
Violation of this will result in fees withdrawn from your security deposit

Emergency weekend/ evening phone numbers: Mayor's Office: 301-942-0766
Town Hall Mgr: 917-628-6684

NOTE: Montgomery County fire officials limit occupancy of the main room of the Town Hall to 75 persons.

Permit for the Consumption of Alcoholic Beverages On Town Property

Name/Organization:_____

Address:_____

Home Phone:_____Cell Phone:_____

Work Phone:_____Email:_____

Type of Event:_____

Date(s) and Locations of Event:_____

Signature of Person Making Application

Payment (\$50) Received: ____/____/____

Permission Granted: ____/____/____

Elizabeth S. Henley,
Assistant Town Administrator

**IT IS THE RESPONSIBILITY OF THE PERMITTEE TO INSURE
NO ALCOHOLIC BEVERAGES ARE SERVED TO INDIVIDUALS
UNDER 21 YEARS OF AGE.**

Town Hall Measurements

Main Room	29.5 x 23 Ft.
Piano Room	14 x 16.5 Ft.
Stage	11.5 x 11.5 Ft.
Room leading to kitchen	19 x 12 Ft.
Back Room w/closets, ante room to backyard garden	11.5 x 11 Ft.
Enclosed Back Room w/door	11.5 x 11 Ft.

* * *

Grass Area in Backyard	42 x 28 Ft.
From Grass Edge to Stairs	10 Ft.
Flagstone Width	33 Ft.
From Grass Edge to Back Door	18 Ft.
Back Door Stairs	8 Ft.

* * *

The Town Hall provides 50 chairs and 6 rectangular tables, 6 x 2.5 Ft.; a large buffet table (on wheels) which may be moved, 2 small rectangular wooden tables (appetizers/dessert) and 1-36" diameter round oak table.

A full kitchen is available primarily for warming rather than cooking and contains a large refrigerator/freezer and dishwasher. We provide paper towels, toilet paper and garbage bags; cleaning materials reside in the cabinet under the kitchen sink.

**Garrett Park Town Hall
10814 Kenilworth Avenue
Garrett Park, MD 20896**

LEASE AGREEMENT

THE TOWN OF GARRETT PARK (herein referred to as the Lessor) grants to _____ (herein referred to as the Lessee), the privilege, non-transferable, of using the Lessor's premises (Garrett Park Town Hall) located at 10814 Kenilworth Ave., Garrett Park, Maryland 20896 on _____ from _____ AM/PM to _____ AM/PM for the sole purpose of a _____. The Lessor, Lessee, all attendees and contracting parties for goods and/or services are subject to the terms and conditions of this Leasing Agreement.

ALCOHOLIC BEVERAGES

____ 1. Lessee must obtain a permit from the Town of Garrett Park for the service of alcoholic beverages. The cost to obtain the permit is **\$50**. Lessee shall be permitted to serve alcoholic beverages on the premises subject to all State and Montgomery County Liquor and beverage laws, regulations and permits. The use of alcoholic beverages outside the premises is prohibited.

____ 2. Lessor hereby disclaims any and all responsibility related to the serving or consuming of alcoholic beverages on the premises and for actions or events related thereto, whether on or off the premises. Lessee hereby agrees to indemnify and hold Lessor harmless from all acts or

damages arising from or as a result of the serving or consumption of alcoholic beverages on or off the premises, or sale of alcoholic beverages without a permit.

OTHER TERMS AND CONDITIONS

1. The use of the Town Hall shall have the following terms and conditions:

- a. Lessee is responsible for the care of all property of the Garrett Park Town Hall used by such Lessee and its guests, and repair or replacement of such property in case of damage, loss, or removal.
- b. Lessee or caterer may use the kitchen ovens and refrigerator to keep food at the correct temperature. Lessee may not use the kitchen to prepare foodstuffs without prior authorization from the Lessor.
- c. _____ Lessee may only use Town Hall **Piano** with advance authorization at a cost of **\$50**.
- d. _____ Lessee may only use the **Sound Room/Public Address System** with advanced authorization at a cost of **\$50**.
- e. Lessee shall not use any type of tape to attach any decorations to any wall, mirror, lighting fixture, or window treatment of the Town Hall, nor drive any nails, tacks or other fasteners into or on the walls, wood-work or doors of the Town Hall.
- f. Lessee shall not move any carpets or benches from their original positions without advanced authorization from the Lessor.
- g. There shall be no smoking in the Town Hall.
- h. Lessee shall clear and clean all tables and remove all trash from the Town Hall and the premises. Exterior garbage cans and recycling bins are provided outside the Town Hall Kitchen. All kitchen surfaces shall be cleaned. All floors shall be vacuumed. The premises shall be left in the condition it was found.

2. Lessee may not use or permit the use of the premises for any unlawful purpose or any purpose which will increase the risk of fire or other hazard. Lessee may not cause or permit undue noise or other disturbances, including very loud amplification of music, about the premises. As this is a residential neighborhood, Lessee shall stop all playing of music no later than **10:30 pm** and shall vacate the Town Hall and grounds no later than **11:00 pm**.

3. If any deliveries are to be made prior to the beginning of the rental period, specific arrangements must be made, provided that permission is granted in advance by Lessor.

4. All Lessee equipment and supplies must be removed from the premises on the day when the leasing period expires, unless specific arrangements are made in advance with Lessor.

5. Chaperones are required for parties involving persons under 21 years of age. Chaperones must be at least 30 years of age. Chaperons shall be provided in proportion of one chaperone for each group of ten (10) persons under the age of 21. Chaperones shall function both inside and outside the Town Hall.

6. During the period covered by the Agreement, Lessee may not obstruct or permit to be obstructed any of the entrances of the premises.

7. Lessee agrees to indemnify and hold harmless The Town of Garrett Park, its agents and employees of and from any and all expenses or causes of action arising out of the use of its premises under this Agreement, and agrees to reimburse Lessor for all claims, judgments and costs arising because of loss, injury or damage to personal property and injury to persons which may be presented by Lessee, or by persons claiming against Lessee, Lessor or both.

8. It is understood that a failure of Lessee to comply with any of the foregoing terms and conditions shall constitute a breach of this Agreement and Lessor, at its sole discretion, may terminate such Agreement forthwith. At such time, Lessor may request Lessee or its attendees to vacate the premises immediately and may decline to refund any portion of the leasing charge.

9. The posting by Lessor of any rule or restriction at any place on the premises shall, for all purposes, be sufficient notice thereof, although such notice may be provided by Lessor in any other manner deemed appropriate.

10. _____ A **SECURITY DEPOSIT** of \$_____ must be included with the final payment and shall be refunded within ten (10) days after the event, provided that all premises are left in the same condition they were at the time of occupancy. In the event of damage or excessive cleaning required, the cost thereof shall be deducted prior to refund. In the event of damage in excess of the security deposit, the Lesser will retain the deposit, and Lessee shall pay any excess costs of repair or cleaning.

11. A copy of this Leasing Agreement shall be prepared by Lessor and forwarded to Lessee. Lessee shall sign copy and return to Lessor with a deposit of \$_____ **not to be refunded under any circumstances.** Failure to return signed copy with the required deposit, to be received no

later than _____ will authorize Lessor, at its discretion, to lease the premises on such date to another party.

12. Checks shall be made payable to: **The Town of Garrett Park**

13. Lessee shall collect a key to the Town Hall, any time within one week prior to their scheduled event, from the Garrett Park Town Office located at: **4600 Waverly Ave., 3rd Floor, Garrett Park, MD 20896**
301-933-7488

14. If Montgomery County has declared that a "Snow Emergency Plan" is in effect on the day of the event, the balance will be refunded.

15. The term "Lessee" shall be understood to include agents, employees, servants, guests and other representatives.

16. The Lessor's Town Hall Manager 's name and telephone number are:

_____.
17. Lessee has read and fully understands all provisions of this Leasing Agreement, and will abide by all posted rules, regulations, terms and conditions.

LESSEE:

Organization_____

Representative_____

Address_____

Telephone (H)_____ Mobile: _____

Email:_____ Fax:_____

Signature_____

Date of signature_____